ENCOMPASS | **Report of Collections & Direct Journal**

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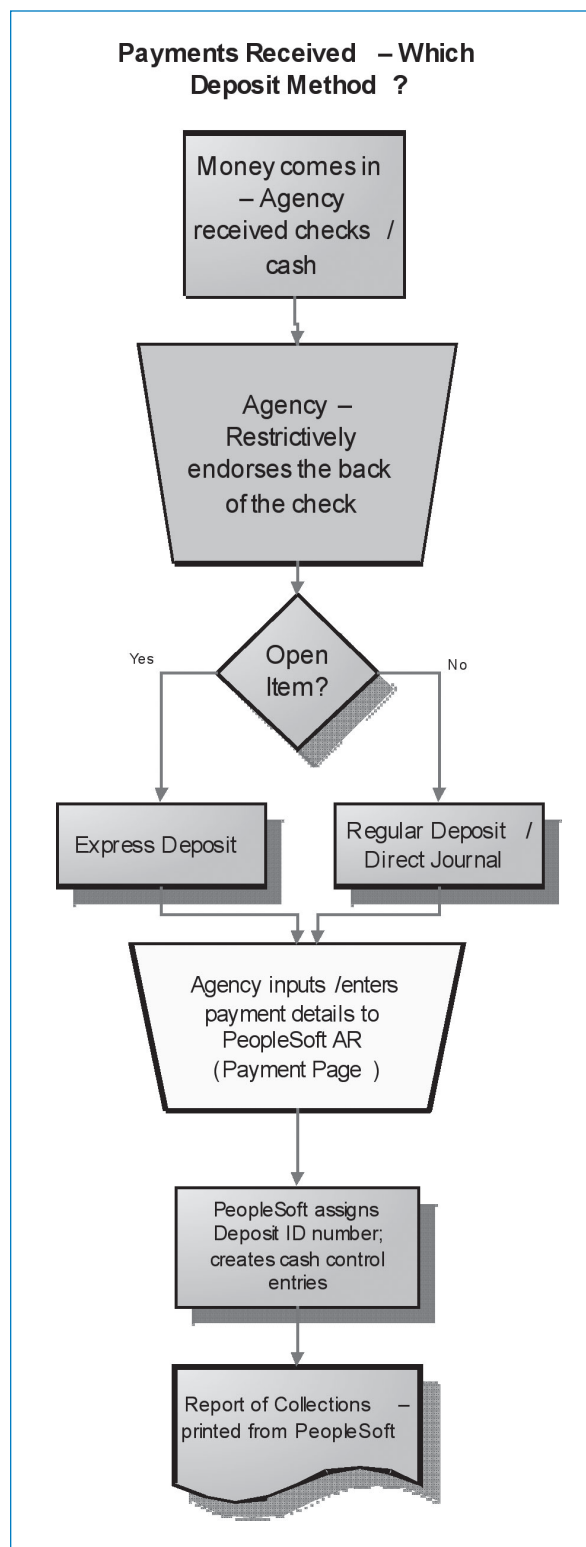# Chapter 1 | Entering Non-Customer Payments

1.1

Overview

In this chapter, the student will focus on entering non-customer payments into PeopleSoft in accordance with the guidelines set forward by the Auditor of State. A decision template along with a series of necessary steps will be presented and demonstrated for the creation of the NEW Report of Collections. Once the Report of Collections has been completed, the student will move forward and complete the accounting by completing the Direct Journal.

Objectives

By the end of this lesson, you will be able to:

- Describe payment methods.
- Enter regular deposits.
- Set Treasurer of State Approval status to Pending Approval.
- Create NEW Report of Collections report.

1.2

Payments Received – Which Deposit Method ?

Money comes in – Agency received checks / cash

Agency – Restrictively endorses the back of the check

Open Item?

Yes   No

Express Deposit

Regular Deposit / Direct Journal

Agency inputs /enters payment details to PeopleSoft AR (Payment Page)

PeopleSoft assigns Deposit ID number; creates cash control entries

Report of Collections – printed from PeopleSoft

ROCD 1.01

Steps for Receiving and Posting Payments

1.3

Step #	Action
1	Receive the Payments.
2	Open Envelopes and Separate Payments by AR Customer and Non-Customer (Direct Journal).
3	Endorse all Checks.
4	Perform investigation of customer payments (if using Accounts Receivable).

5	Separate Payments into two sections:
	    1) Customer Payments – Express Deposit
	    2) Non Customer Payments – Regular Deposit

6	Total the number of Payments and Dollar Amount of the Deposit. Calculator tapes (2) are required.
7	Record details and totals in Agency Cash Book.
8	Agency user #2 – Verify totals in Cash Book to Payments.
9	Sign-Off Agency Cash Book.
10	Enter Control Totals for the Regular Deposit into ENCOMPASS (User #2).
11	Enter Payment Details on the Payments page.
12	Balance Deposit & SAVE – Write Deposit ID in Agency Cash Book.
13	Mark each Payment line entered as "Journal Directly" – Select ALL box.
14	On the "Totals" page, change the Treasurer of State Approval status from "Open" to "Pending Approval" & SAVE.

15	Go into Account Receivable > Payments > Reports > ROC Report to create & print the ROC.
	
	Print two copies of the NEW Report of Collections and Submit to TOS:
	•Attach the documents in the following order
	    a. Adding machine tape (2) with total amount and count
	    b. Payments
	    c. Report of Collection (2)

16	Submit this package to the Treasurer of State.
17	Treasurer of State receives payments and verifies payments are correct and will change the Treasurer of State Approval Status from "Pending Approval" to "Approved". TOS will return 1 ROC to the agency as their receipt.

ROCT 1.01

1.4

The State Accounting Manual

7.1 STATUTORY AUTHORITY

7.1.1 Daily Deposit Law

Indiana Code (IC) 5 13 6, Sec. 1(b) states in part: "all public funds collected by state officers . . . shall be deposited with the treasurer of state, or an approved depository selected by the treasurer of state, not later than the business day following the receipt of the funds."

7.3.2 Basic internal control procedures for handling of receipts

- Checks should be restrictively endorsed with an endorsement stamp, immediately upon receipt. This occurs upon opening the mail or otherwise receiving the instrument (check).

- Considering the materiality of collections and the size of the agency, a complete listing of collections received should be made by a person independent of the duties of processing the receipts or making deposits.

- All receipts, licenses or other accountable items must be pre-numbered or sequentially numbered by computer when issued. Documents should be used in sequential order. If the volume warrants, a separate numeric series should be used for different revenue sources.

- Receipts should be issued and recorded at the time of the transaction; for example, when cash or a check is received, a receipt is to be immediately prepared and given to the person making payment. Licenses, permits, etc., should be issued timely.

- Licenses, permits, goods for sale, invoices, etc., are considered accountable items for which a corresponding deposit must be made. There is no authority for an agency to maintain an over and short fund.

- Collections must be deposited intact. Deposits are to be made within the next business day in compliance with IC 5 13 6 1.

1.5

- Safeguard the collections through locked drawers, cabinets or safes, particularly during breaks, lunchtime, and overnight. Cash receipt books, licenses, etc., should be inaccessible to unauthorized persons.

- Collections and accountable items should be reconciled to the bank statements and/or Auditor of State's records.

- The duties of collecting monies, processing the receipt, license, permit, etc., preparing and making deposits, and performing reconciliations should be segregated to the fullest extent possible considering the size of the agency and the materiality of collections.

- Supporting documentation for monies received must be maintained and made available for audit to provide supporting information for the validity and accountability of monies received. Documents must be filed in such a manner as to be readily accessible, or otherwise reasonably attainable, upon request during an audit.

Payment Activity 1 | Analyzing & Restrictively Endorsing Payments

Activity Overview

In this activity, the student will become familiar with their Workshop Work Packet. To complete this activity, the student will need a grouping of five payments and adding machine tapes. They will also need access to an endorsement stamp. The student will be performing steps 1 through 3 of the "Steps for Receiving and Posting Payments" Job Aid.

Identify the five Payment Groups in the Workshop Work Packet. Where appropriate, proceed to restrictively endorse each payment. Attach each of the adding machine tapes from the workbook and then proceed to match them to each payment group. Paper clip each group together.

1.6

Agency Cash Book

Each agency is required to record daily cash receipts into a Cash Book. This form will be completed after various stages of the recording of the deposit. Provided in the Work Packet and shown below, is an example of an acceptable Cash Book.

State of Indiana Form

AUDITOR OF STATE
AOS Project/Encompass
ENTAP

Indiana Government Center
Old Trails Building
Indianapolis, IN 46204
(317) 234 - 4927

CASH BOOK
For Agency:_____

DATE	Collection Amount	Transaction Description	Funds Received By: Agency User 1	Funds Received By: Agency User 2	Deposit ID	Deposit ID Verified By: Agency User 1

ROCSC 1.01   Agency Cash Book

State of Indiana Law:

7.4.2.2 Cash Receipts Journal (Cash Book)

In those agencies where money is received on a regular basis, some type of cash book (paper or electronic) is required. The cash book must be so designed as to list the revenue by classification and amount in detail. It may include the receipt number or daily summaries from a source document or data processing listing. The amount deposited with the Treasurer of State and the corresponding report of collections number must also be shown on the cash book. The process of issuing a receipt and posting the cash receipts journal can be incorporated into one function. Since there is no standard cash book (also referred to as a cash receipts journal) prescribed for state agencies, all types of internal cash books or journals must be approved in writing by the State Board of Accounts.

Payment Activity 2 | Starting (not completing) the Agency Cash Book

Activity Overview

In this activity, the student will begin completing the Agency Cash Book included in the Workshop Work Packet. There are five deposits. Consequently, there will be five lines on this Cash Book.

Enter in one CASH payment in the amount of 186.00 USD. Find the detailed information about each payment in the table below:

Cash Book Field	Text Entered
For Agency:	Your Agency's Name or Business Unit number.
DATE	Enter today's date
Collection Amount	Enter amount from each Payment Group
Transaction Description	Provide your own description
Agency User 1	Place in your own initials
Deposit ID	CANNOT ENTER THIS INFORMATION UNTIL THE DEPOSIT IS SAVED IN PEOPLESOFT.

ROCT 1.02

1.8

Entering Regular Deposits for Purpose of Direct Journals

The regular deposit method:

- Enables the identification of payments as they are entered.
- Flags the payment for Direct Journal processing. This is for non-customer payments.

How to Get There

Use this page to enter information and control totals for a new deposit.

Navigation

Accounts Receivable >> Payments >> Online Payments >> Regular Deposit

ROCSC 1.02

Regular Deposit - Totals page

1.9

Entering Regular Deposits for Direct Journals consists of five steps:

1 Enter Control Total Amount and Control Count on the Totals page.

2 Enter payment details and descriptions on Payments page – Save after each payment line entered so you don't lose any information. You can Save and not be in balance.

3 Select the Journal Directly checkbox or the "Select All" link to signal a Direct Journal.

4 Complete the Totals Page by changing the Treasurer of State section's Approval status from "Open" to "Pending Approval".

5 Click SAVE or Delete the deposit on the Total page.

7.4.1.1.1 Forms of deposits reported on a Report of Collections (ROC)

CASH - The total dollar amount of all U.S. Treasury bills and coins included in the deposit.

CHECKS - The total dollar amount of all checks included with the report of collections.

DEPOSITS - The total amount of all bank deposits made to the credit of the Treasurer of State (TOS) in outside banks, with evidence of deposit included with the deposit ticket. Agencies depositing directly into approved bank accounts outside the TOS must enter their agency number (and circle it) in the upper left hand corner of all bank deposit slips prior to making any deposits at the bank. This will allow the TOS to contact the agency if they discover a deposit that does not correspond to an ENCOMPASS generated ROC. After making the deposit in the bank, the agency must forward an ENCOMPASS ROC and bank proof of deposit to the TOS no later than the next business day following receipt of funds. Upon verification, the TOS will enter into the ENCOMPASS system a deposit identifier number from their independent system. Once approved, a deposited amount cannot be modified in that particular ENCOMPASS deposit ID.

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WIRE TRANSFERS, ACH, EFT - Each electronic fund transfer transaction requires a separate ROC, with the total amount (and type) of the wire transfer documented on the ROC. If wire, EFT or ACH transfers are made to the TOS bank accounts on behalf of the agency, the agency should follow the same procedures as in the previous paragraph. The TOS will verify the ROC amount to the bank transfer information prior to entering the deposit identifier number and approving the deposit in the ENCOMPASS system. The TOS will destroy any ROC not identified with a deposit after a 30 day holding period.

LOCKBOX - The total amount of all lockbox account deposits included on the ROC. This information may be entered through an interface with bank provided information or manual entry.

TOTAL - The Grand Total on the ROC must equal the total of all deposits submitted with the ROC.

Detailed information should be supplied for each payment in the deposit.

1.11

How To Get There

Use this page to enter detailed payment information:

Navigation

Accounts Receivable >> Payments >> Online Payments >> Regular Deposit

ROCSC 1.03   Regular Deposit - Payments page

1.12

Payment Information Section

This section must be completed. Enter the Payment ID (usually the Check number), the accounting date (which is entered by default from the prior page) and currency code.

The Payment ID, a required field, should be meaningful in context. That is, if a specific payment is being recorded then the payment ID should be the check number or EFT number that would be meaningful to the payer. If a summary of receipts is recorded in an agency sub system, then use something meaningful to locate the details in that subsystem. Payment ID should NOT be a "smart number" or an otherwise meaningless number. Payment ID should not include a payment type indicator such as CASH, CHK#, EFT#, etc.; only the received document's number should be entered. This field should always be a numeric field.

The Payment Method defaults to Check. If the payment method is different, the user may select the other value from the drop down list.

Customer Information Section

Not Applicable. For Direct Journals, this section is NOT used.

Reference Information Section

Not Applicable. For Direct Journals, this section is NOT used.

Payment Activity Overview

In this phase of the workshop, the student will enter in five unique deposits. By the end of these activities, the student should have a firm understanding of how to enter all types of payments into PeopleSoft Regular Deposit. These payments will be marked for the Direct Journals.

Here is an overview of the activities at hand:

Activity Number	Type of Deposit	Number of Payments	Payment $ Total	Deposit ID Created
1	Cash Deposit – Simple Deposit	1	186.00	
2	1 Check 1 Cash Payment	1	2,732.01 50.00	
3	1 Deposit in Bank – 1 Payment	1	86,173.40	
4	Wire Transfer – 1 Payment, Numerous Accounting Distributions	1	1,804.59	
5	Many Checks / Limited Accounting Distribution	30	1,200.00	

ROCT 1.02

Make sure to come back to this page to complete this Overview Worksheet after entering each grouping of payments.

Indiana State Law!

Control Totals and Control Data: The Totals page provides the functionality of balancing the deposit and will track the dates in which the deposit has been Received (Endorsed) and Entered. The State Law requires a one business day turnaround for all deposits being posted and received by the Treasurer of State. Consequently, these dates should be the same.

1.14

Payment Activity 3 | Entering a Regular Deposit, Receiving Cash.

Activity Overview

In this activity, the student will enter a regular deposit into the system for the Indiana Department Environmental Management (IDEM) Agency/Deposit unit (Agency #00495). The deposit is going to the AOS Bank, account AOS 80000002. Use today's date for accounting purposes. Also, specify that the deposit type is M-Miscellaneous Cash Receipts.

Enter in one CASH payment in the amount of 186.00 USD. Find the detailed information about each payment in the table below:

Payment ID	Amount	Customer /Business Unit	Check Description
1	186.00	Not Applicable	Fishing License Revenue

ROCT 1.03

Be sure to take note of the Deposit ID.

Entering a Regular Deposit

To add a regular deposit:

1 Select Accounts Receivable >> Payments >> Online Payments >> Regular Deposit.

2 Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Deposit Unit	*00495*
Deposit ID	*NEXT*

ROCT 1.04

3 On the Regular Deposit Entry – Totals page, enter the following information:

Page Element	Value or Status
Accounting Date	*Today's Date*
Bank Code	*AOS – Auditor of State*
Bank Account	*AOS -8000002*
Deposit Type	*M-Miscellaneous Cash Receipts*
Control Currency	*USD*
Control Amount	*186.00*
Control Count	*1*

ROCT 1.05

4 On the Payments page, enter the following information:

Page Element	Value or Status
Payment ID	*01(XXX)*
Amount	*186.00*
Journal Directly	*Select*
Payment Method	*Cash*
Description	*Fishing License Revenue*
Accounting Direct Journal	*To Be Completed after TOS approval*

ROCT 1.06

1.15

1.16

5 Save the deposit and note the Deposit ID: _____

6 Complete the Totals page by changing the Treasurer of State section Approval status from "Open" to "Pending Approval" & click SAVE.

7 Mark the Deposit ID on the Agency Cash Book.

This concludes the activity.

Payment Activity 4 | Entering a Regular Deposit, One Check and One Cash item.

1.17

Activity Overview

In this activity, the student will enter a regular deposit into the system for the IDEM Agency/Deposit unit (Agency #00495). Use today's date for accounting purposes. Also, specify that the deposit type is Miscellaneous Cash Receipts.

Enter in one CHECK payment in the amount of 2,732.01 USD & one CASH payment in the amount of $50. Find the detailed information about each payment in the table below:

Payment ID	Amount	Customer /Business Unit	Check Description
1253 – Check	2,732.01	Not Applicable	Correctional Facility Revenue
02 – Cash	50.00	Not Applicable	Correctional Facility Revenue

ROCT 1.07

Be sure to take note of the Deposit ID.

1.18

Entering a Regular Deposit

To add a regular deposit:

1 Select Accounts Receivable >> Payments >> Online Payments >> Regular Deposit.

2 Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Deposit Unit	*00495*
Deposit ID	*NEXT*

ROCT 1.08

3 On the Regular Deposit Entry – TOTALS PAGE, enter the following information:

Page Element	Value or Status
Accounting Date	*Today's Date*
Bank Code	*AOS – Auditor of State*
Bank Account	*AOS -8000002*
Deposit Type	*M-Miscellaneous Cash Receipts*
Control Currency	*USD*
Control Total Amount	2782.01
Control Count	2

ROCT 1.09

4 On the PAYMENTS PAGE, enter the following information:

Payment # 1

Page Element	Value or Status
Payment ID	*1253*
Amount	*2732.01*
Journal Directly	*Select*
Payment Method	*Check*
Description	*Correctional Facility Revenue*

ROCT 1.10

Payment # 2 – Insert a Row (use + key to the right on the payment information header)

Page Element	Value or Status
Payment ID	02
Amount	50.00
Journal Directly	Select
Payment Method	Cash
Description	Correctional Facility Revenue

ROCT 1.11

5 Save the deposit and note the Deposit ID: _____

6 Complete the TOTALS page by changing the Treasurer of State section – Approval status from "Open" to "Pending Approval" and SAVE.

7 Mark the Deposit ID on the Agency Cash Book.

This concludes the activity.

1.20

Payment Activity 5 | Entering a Regular Deposit – Deposits in Bank.

Activity Overview

In this activity, the student will enter a regular deposit into the system for the IDEM Agency/Deposit unit (Agency #00495). Use today's date for accounting purposes. Also, specify that the deposit type is Miscellaneous Cash Receipts.

Enter in one "Deposits in Bank" payment in the amount of 86,173.40 USD. Find the detailed information about each payment in the table below:

Payment ID	Amount	Customer /Business Unit	Check Description
100	86,173.40	Not Applicable	Motor Fuel Tax Division

ROCT 1.12

Be sure to take note of the Deposit ID.

1.21

Entering a Regular Deposit

To add a regular deposit:

1 Select Accounts Receivable >> Payments >> Online Payments >> Regular Deposit.

2 Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Deposit Unit	00495
Deposit ID	NEXT

ROCT 1.13

3 On the Regular Deposit Entry – TOTALS Page enter the following information:

Page Element	Value or Status
Accounting Date	Today's Date
Bank Code	AOS – Auditor of State
Bank Account	AOS -8000002
Deposit Type	M – Miscellaneous Cash Receipts
Control Currency	USD
Control Amount	86,173.40
Control Count	1

ROCT 1.14

4 On the Payments page, enter the following information:

Page Element	Value or Status
Payment ID	100(XXX)
Amount	86173.40
Journal Directly	Select
Payment Method	Deposits in Bank
Description	Motor Fuel Tax Division

ROCT 1.15

5 Save the deposit and note the Deposit ID: _____

6 Complete the Totals page by changing the Treasurer of State section – Approval status from "Open" to "Pending Approval" & click SAVE.

7 Mark the Deposit ID on the Agency Cash Book.

1.22

Payment Activity 6 | Entering a Regular Deposit – Wire Transfer with numerous Accounting Distributions

Activity Overview

In this activity, the student will enter a regular deposit into the system for the IDEM Agency/Deposit unit (Agency #00495). Use today's date for accounting purposes. Also, specify that the deposit type is Miscellaneous Cash Receipts.

Enter in one "Wire Transfer" payment in the amount of 1,804.59 USD. Find the detailed information about each payment in the table below:

Payment ID	Amount	Customer /Business Unit	Check Description
001	1,804.59	Not Applicable	Natural Resources

ROCT 1.16

Entering a Regular Deposit

To add a regular deposit:

1.23

1 Select Accounts Receivable >> Payments >> Online Payments >> Regular Deposit.

2 Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Deposit Unit	00495
Deposit ID	NEXT

ROCT 1.17

3 On the Regular Deposit Entry – TOTALS page, enter the following information:

Page Element	Value or Status
Accounting Date	Today's Date
Bank Code	AOS – Auditor of State
Bank Account	AOS -8000002
Deposit Type	M – Miscellaneous Cash Receipts
Control Currency	USD
Control Amount	1804.59
Control Count	2

ROCT 1.18

4 On the PAYMENTS page, enter the following information:

Page Element	Value or Status
Payment ID	001a
Amount	804.00
Journal Directly	Select – "Select All"
Payment Method	Wire Transfer
Description	Payment for National Resources

ROCT 1.19

1.24

5 Insert Row on Payment Information frame (use + key)

Page Element	Value or Status
Payment ID	*001b*
Amount	*1000.59*
Journal Directly	*Select – "Select All"*
Payment Method	*Wire Transfer*
Description	*Payment for National Resources*

ROCT 1.20

6 Save the deposit and note the Deposit ID: _____

7 Complete the Totals page by changing the Treasurer of State section Approval status from "Open" to "Pending Approval" & click SAVE.

8 Mark the Deposit ID on the Agency Cash Book.

This concludes the activity.

Payment Activity 7 | Entering a Regular Deposit – Many Checks with Minimal Accounting Distribution.

1.25

Activity Overview

In this activity, the student will enter a regular deposit into the system for the IDEM Agency/Deposit unit (Agency #00495). Use today's date for accounting purposes. Also, specify that the deposit type is Miscellaneous Cash Receipts.

Enter in 30 check payments in the total amount of $1,200.00 USD. Find the detailed information about each payment in the table below:

Payment ID	Amount	Customer /Business Unit	Check Description
101	15.00	Not Applicable (N/A)	Teachers Credit union (TCU)
102	15.00	N/A	TCU
103	15.00	N/A	TCU
104	15.00	N/A	TCU
105	15.00	N/A	TCU
106	15.00	N/A	TCU
107	15.00	N/A	TCU
108	15.00	N/A	TCU
109	15.00	N/A	TCU
110	15.00	N/A	TCU
111	35.00	N/A	TCU
112	35.00	N/A	TCU
113	35.00	N/A	TCU
114	35.00	N/A	TCU
115	35.00	N/A	TCU
116	35.00	N/A	TCU
117	35.00	N/A	TCU
118	35.00	N/A	TCU
119	35.00	N/A	TCU

ROCT 1.21a

1.26

Payment ID	Amount	Customer /Business Unit	Check Description
120	35.00	N/A	TCU
121	70.00	N/A	TCU
122	70.00	N/A	TCU
123	70.00	N/A	TCU
124	70.00	N/A	TCU
125	70.00	N/A	TCU
126	70.00	N/A	TCU
127	70.00	N/A	TCU
128	70.00	N/A	TCU
129	70.00	N/A	TCU
130	70.00	N/A	TCU

ROCT 1.21b

Be sure to take note of the Deposit ID.

1.27

Entering a Regular Deposit

To add a regular deposit

1 Select Accounts Receivable >> Payments >> Online Payments >> Regular Deposit.

2 Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Deposit Unit	*00495*
Deposit ID	*NEXT*

ROCT 1.22

3 On the Regular Deposit Entry – TOTALS Page, enter the following information:

Page Element	Value or Status
Accounting Date	*Today's Date*
Bank Code	*AOS – Auditor of State*
Bank Account	*AOS -8000002*
Deposit Type	*M – Miscellaneous Cash Receipts*
Control Currency	*USD*
Control Amount	*1,200.00*
Control Count	*30*

ROCT 1.23

4 On the Payments page, enter the following information:

Payment #1:

Page Element	Value or Status
Payment ID	*101*
Amount	*15.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.24

1.28

Payment #2:

Page Element	Value or Status
Payment ID	102
Amount	15.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.25

Payment #3:

Page Element	Value or Status
Payment ID	103
Amount	15.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.26

Payment #4:

Page Element	Value or Status
Payment ID	104
Amount	15.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.27

Payment #5:

Page Element	Value or Status
Payment ID	105
Amount	15.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.28

Payment #6:

Page Element	Value or Status
Payment ID	106
Amount	15.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.29

Payment #7:

Page Element	Value or Status
Payment ID	107
Amount	15.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.30

Payment #8:

Page Element	Value or Status
Payment ID	108
Amount	15.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.31

Payment #9:

Page Element	Value or Status
Payment ID	109
Amount	15.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.32

1.30

Payment #10:

Page Element	Value or Status
Payment ID	110
Amount	15.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.33

Payment #11:

Page Element	Value or Status
Payment ID	111
Amount	35.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.34

Payment #12:

Page Element	Value or Status
Payment ID	112
Amount	35.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.35

Payment #13:

Page Element	Value or Status
Payment ID	113
Amount	35.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.36

Payment #14:

Page Element	Value or Status
Payment ID	114
Amount	35.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.37

Payment #15:

Page Element	Value or Status
Payment ID	115
Amount	35.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.38

Payment #16:

Page Element	Value or Status
Payment ID	116
Amount	35.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.39

Payment #17:

Page Element	Value or Status
Payment ID	117
Amount	35.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.40

1.32

Payment #18:

Page Element	Value or Status
Payment ID	118
Amount	35.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.41

Payment #19:

Page Element	Value or Status
Payment ID	119
Amount	35.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.42

Payment #20:

Page Element	Value or Status
Payment ID	120
Amount	35.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.43

Payment #21:

Page Element	Value or Status
Payment ID	121
Amount	70.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.44

1.33

Payment #22:

Page Element	Value or Status
Payment ID	122
Amount	70.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.45

Payment #23:

Page Element	Value or Status
Payment ID	123
Amount	70.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.46

Payment #24:

Page Element	Value or Status
Payment ID	124
Amount	70.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.47

Payment #25:

Page Element	Value or Status
Payment ID	125
Amount	70.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.48

1.34

Payment #26:

Page Element	Value or Status
Payment ID	126
Amount	70.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.49

Payment #27:

Page Element	Value or Status
Payment ID	127
Amount	70.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.50

Payment #28:

Page Element	Value or Status
Payment ID	128
Amount	70.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.51

Payment #29:

Page Element	Value or Status
Payment ID	129
Amount	70.00
Journal Directly	Do NOT Select
Payment Method	Check
Description	Teachers Credit Union Dues

ROCT 1.52

1.35

Payment #30:

Page Element	Value or Status
Payment ID	*130*
Amount	*70.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.53

9 Save the deposit and note the Deposit ID: _____

10 Select the Journal Directly checkbox for each payment or the "Select All" link to signal a Direct Journal.

11 Complete the Totals page by changing the Treasurer of State section Approval status from "Open" to "Pending Approval" & click SAVE.

12 Mark the Deposit ID on the Agency Cash Book.

This concludes the activity.

1.36

Summiting Payment to the Treasurer of State for Approval

Once a Deposit is balanced each Agency must manually change the TOS Deposit ID Section – the Approval status from "Open" to "Pending Approval". Illustrated below is a Regular Deposit with the Approval Status of "Pending Approval".

The Treasurer of State (TOS) will then verify the accuracy of the deposit. Then they will change the Approval status from "Pending Approval" to "Approved". Finally, they will populate the TOS Deposit ID. Because TOS completes this step, it will not be reviewed in this class.

ROCSC 1.04

Totals page

NOTE

In the TOS Information Box - the Approval status is "Pending Approval".

Creation of the Report of Collections

1.37

Prior to submitting the "Pending Approval" deposits to the Treasurer of State (TOS), the Agency must complete the NEW Report of Collections report. Once this Crystal report has been printed, two copies must be submitted along with payments and tapes to TOS for approval.

How To Navigate There

Add a New Value

Name the Report ROC + your initials (no spaces).

Example: ROCdlj

Run Control ID: ROC   Report Manager   Process Monitor   Run

Report Request Parameters

Deposit Unit   00495 🔍   IN Dept of Environmental Mgmt

*Deposit ID   14751 🔍

💾 Save   🔍 Return to Search   📧 Notify   ➕ Add   Update/Display

ROCSC 1.05

Report of Collections process parameters page. CHANGE the Deposit ID to the one you want to print.

1.38

ROCSC 1.06   Report of Collections/Receipt

Activity 8 | Creating a Report of Collections

1.39

In this activity, the student will run the Report of Collections for the deposits created in this class. Please refer to the listing of Deposit Groups created on page 1.13.

Creating a Report of Collections

1 Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Run Control ID	ROC + your initials (no spaces)
Deposit Unit	00495
Deposit ID	Select from Regular Deposit Exercise

ROCT 1.55

2 RUN >> OK >> SAVE >> PROCESS MONITOR >>

3 REFRESH until the Run Status is "Success" and Distribution Status is "Posted" >>

4 DETAILS >> VIEW LOG/TRACE >>

5 Choose the .PDF file – a new window opens and that is your ROC. Print two copies of the Report of Collections.

6 Repeat this exercise for the remainder of the five deposits made in this chapter.

1.40

Activity 9 | Assembling the Deposit Packet

In this activity, the student will assemble the Deposit Packet and deliver it to the Treasurer of State.

Assemble individually for each of the five deposit groups in the following order:

1 Adding Machine Tapes (2)

2 Payments

3 Report of Collections (2 copies).

4 Paper Clip each Packet together.

What happens over at the Treasurer of State's Office

The Treasurer of State will verify each deposit for accuracy. Once satisfied, the Treasurer of State will change the approval status from Pending Approval to Approved. A TOS Deposit ID will also be provided.

Totals	Payments

Unit: 00495   Deposit ID: 14862   Delete Deposit

*Accounting Date:	10/21/2007	Control Currency:	USD
*Bank Code:	AOS AOS	Format Currency:	USD
*Bank Account:	AOS 8000002	Rate Type:	CRRNT
*Deposit Type:	C CST Receit	Exchange Rate:	1.00000000

Control Totals

Control Total Amount:	6,500.000	*Count:	2
Entered Total Amount:	6,500.000	Count:	2
Difference Amount:	0.000	Count:	0
Posted Total Amount:	0.000	Count:	0
Journalled Total Amount:	0.000	Count:	0

Control Data

*Received:	10/19/2007
*Entered:	10/19/2007
Posted:	
Assigned:	TOS
User:	JSTOIBER

Treasurer of State

TOS Deposit ID:	1234567890
Approval:	Approved

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Totals | Payments

ROCSC 1.07

7.4.1.2 TOS Deposit Approval

Upon receiving the deposit, while the agency courier is waiting, the office of the TOS will verify that the amount of the cash, checks, deposit slips or other evidence of receipt are the exact amounts as shown on the ROC and in the ENCOMPASS system. When verified, the TOS will enter into the ENCOMPASS system a deposit identifier number from their independent system and select "Approved". If deposit is not verified, TOS will select "Deny" and give the deposit and ROC back to the depositor to return to the agency for correction. A copy of the ROC will be returned to the agency courier. Once approved, a deposited amount cannot be modified in the particular deposit ID. A sequential document number and transaction date will be stamped onto the ROC form in the top right section of the form labeled "For Treasurer Use Only". This becomes the official date and document number which will be listed on the Agency Revenue Activity Report or the Available Funds Activity Report which are stored in Alchemy.

NOTE

The TOS deposit window closes at 3:00 p.m. each day.

Balancing Regular Deposits

A user can see that a deposit is out of balance because the Not Balanced message appears on the Regular Deposit Payments entry page in the top right hand corner.

1.42

How To Get There

Use this page to review and modify those deposits that are not in balance. The Deposit must also be in balance before the Accounting Entries can be created for Direct Journals.

ROCSC 1.08   Regular Deposit Balancing page

1.43

Guided Activity | Correcting Deposit Errors

In this activity, you will review the activity overview and:

1   Create a Deposit with an unbalanced error.

2   Reviewing unbalanced error by navigating to Regular Deposit Balancing page.

3   Correct the deposit error.

Activity Overview

In this activity, the student will create and then correct an unbalanced error with a deposit.

Creating Errors in Deposits

To locate errors associated with your deposits on the All Deposits page.

Navigation

Accounts Receivable >> Payments >> Online Payments >> Regular Deposit

4   Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Deposit Unit	*00495*
Deposit ID	*NEXT*

ROCT 1.56

5   On the Regular Deposit Entry – Totals page, enter the following information:

Page Element	Value or Status
Accounting Date	*Today's Date*
Bank Code	*AOS - Auditor of State*
Bank Account	*AOS - 8000002*
Deposit Type	*M-Miscellaneous Cash Receipts*
Control Currency	*USD*
Control Amount	185.00
Control Count	1

ROCT 1.57

1.44

6 On the Payments page, enter the following information:

Page Element	Value or Status
Payment ID	*003*
Amount	*186.00*
Journal Directly	*Select*
Payment Method	*Cash*
Description	*Fishing License Revenue*
Accounting Direct Journal	*To be completed after TOS approval*

ROCT 1.58

7 Save the deposit and note the Deposit ID: _____

Review, Deposit and Correct it.

Navigation

Accounts Receivable >> Payments >> Online Payments >> Regular Deposit Balancing

1 Enter the following information:

Page Element	Value or Status
Deposit Unit	00495
Deposit ID	Select from step 7 above

ROCT 1.59

2 Select the Search button.

3 Change the Control Amount to $186.00.

4 Save!

Chapter Review

In this lesson you learned:

- The necessary steps for making a compliant deposit for the State of Indiana.

- A regular deposit must be used for the creation of all deposits that are not associated with an AR customer.

- The Auditor of State requires that all Deposits must be submitted for approval to the Treasurer of State within one business day.

- All Deposits must have the Treasurer of State approval flag changed from Open to Pending Approval.

- The Report of Collections is now an ENCOMPASS report which is run directly from the ENCOMPASS system.

Chapter 2 | # Creating Direct Journals

2.1

Overview

In this chapter, the student will focus on the necessary steps for completing the accounting entries associated with non-customer payments. These are also known as Direct Journals.

Objectives

By the end of this lesson, you will be able to:

- Review all Regular Deposits that are designated to be Direct Journals.
- Determine the Accounting behind a Direct Journal.
- Create a Direct Journal.

2.2

Direct Journal Process Flow

Select Direct
Journals Checkbox
Individually or Select
All

Create the Report of
Collection (2 Copies)
& Make Deposit to the
TOS.

TOS Approved
Direct Journal
Regular Deposit

Create Accounting
Entries for all
Direct Journals

Complete

Save
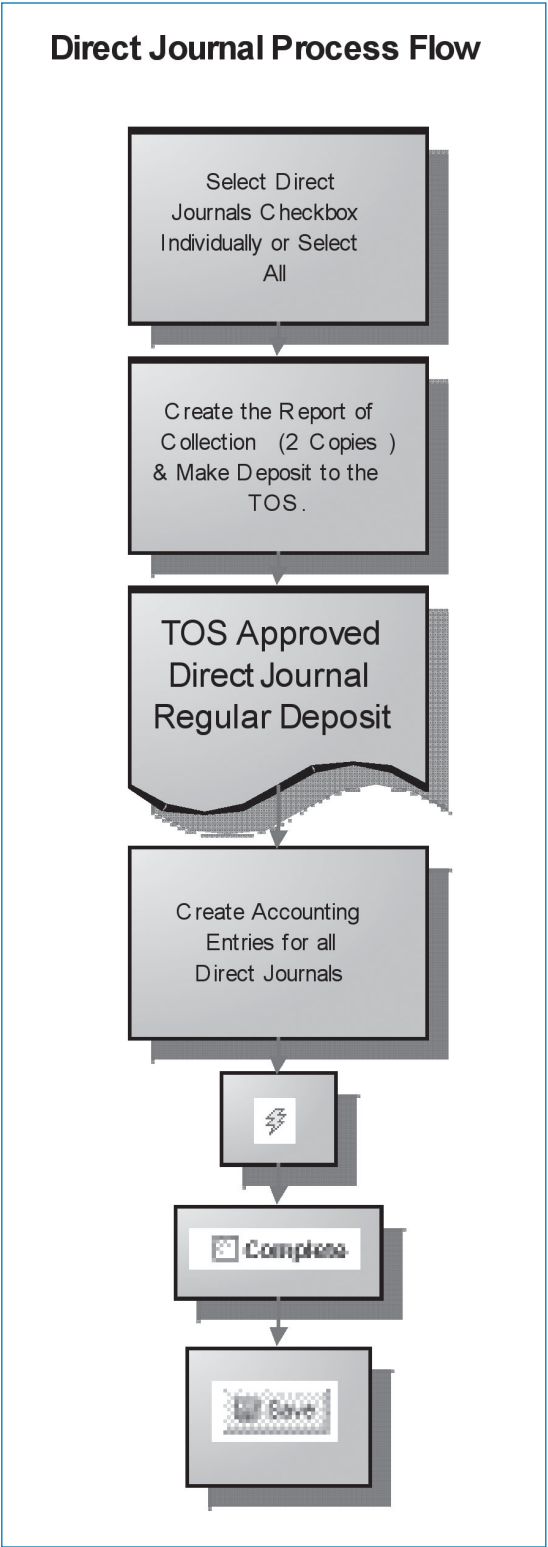
ROCD 2.01

Steps for Creating Direct Journals

(After TOS has Approved Deposit)

Step #	Action
1	Initiate Direct Journal Payment through a Regular Deposit.
2	Select Direct Journals Checkbox: 1) Individually 2) Select All
3	Make deposit with the Treasurer of State (TOS) within the next business day per State requirement.
4	Once the deposit status has been "approved" by TOS. Navigate to deposit via Accounts Receivable >> Payments >> Direct Journals >> Create Accounting Entries.
5	Enter Deposit ID & complete the Accounting Entries component.
6	Enter dollar amount as a NEGATIVE for each entry to zero out the amount. Provide accurate accounting entry details.
	*** The NEXT STEPS NEED TO BE DONE IN ORDER!!!
7	Select the ⚡ button to create the accounting entry offset.
8	Select the "Complete" check box.
9	**Click SAVE.**
10	The Auditor of State will Journal Generate the Direct Journal accounting entries. Usually on the nightly run.

2.3

ROCT 2.01

Journaling Payments Directly

There are two steps to process a direct journal payment.

1   Select a payment for direct journaling by selecting the Journal Directly check box on the Regular Deposit Entry - Payments page. Express deposit does not support direct journaling.

2   Create accounting entries for the payment on the Direct Journal Entry Accounting Entries page and mark the entries complete.

2.4

How to Get There

Use this page to enter payments and specify whether they are to be directly journaled:

ROCSC 2.01   Regular Deposit - Payments page

Direct Journals

Payments that do not correspond to open Account Receivable items can bypass the cash application process. Such payments are often called miscellaneous cash receipts or non-customer AR cash. In PeopleSoft Receivables, these payments are referred to as Direct Journals.

2.5

Direct Journal payments are entered through the Regular Deposit Entry pages. However, they are not processed when you run Receivable Update.

Direct Journal Check Box: Regular Deposits are assumed to be Customer payments until the payment is designated as a Direct Journal. There are two ways of performing this action:

1 Individually select the Journal Direct checkbox for each payment.

2 Use the Customized – Direct Journals Check Box – Select All link to choose the complete listing of all payments.

2.6

Journaling Payments Directly

Once you have created the direct journal entry with the payment information, you then have to create the accounting entries.

How to Get There

Use this page to create or change accounting entries for payments that are to be journaled directly. This action only retrieves those payments marked on the Regular Deposit – Payments page for direct journaling.

Navigation

Accounts Receivable >> Payments >> Direct Journal Payments >> Create Accounting Entries

Accounting Entries	Payment Misc Wrk	Deposit Control

Unit: 00495   Deposit ID: 15002   Payment: 1   Seq: 1

Amount: 186.000 USD

☐ Complete   Budget Status: Entry Event:

Distribution Lines

ChartFields	Currency Details	Budget	Journal Reference Information

	GL Unit	Speed Type	Line Amount	Currency	Fund Code	Account	Program	Dept	Bud Ref	PC Business Unit	Project
1	1 00050	Speed Type	186.000	USD	10090	110000					
2	101 00050	Speed Type	-186.000	USD		110000					
3	102 00050	Speed Type		USD	10090						

| 3 | Lines | Total Debits: | 186.000 | Currency: USD | Total Credits: | 186.000 | Currency: USD | Net | 0.000 |

💾 Save   🔍 Return to Search   ↑ Previous in List   ↓ Next in List   📧 Notify   🔄 Refresh

Accounting Entries | Payment Misc Wrk | Deposit Control

ROCSC 2.02   Accounting Entries page

Creating Accounting Entries for Directly Journaled Payments

A Deposit ID is required to access this page. If there are no Directly Journaled payments in the database, the search feature will not return any results to access the page.

The page displays the Amount of the payment line entered on the deposit. It also displays the amount in the Base currency of the business unit if different from the transaction amount. In some environments the chart field will automatically come up to enter the accounting information. If not – to have the system create the line that records the cash, click the Create (⚡) button. The system-defined line uses the AR Cash ChartField information.

After creating the AR Cash ChartField information, the offset entry ChartFields or amounts cannot be changed. To change this information, click the Delete button. The system deletes the AR Cash ChartField information and makes the Revenue ChartField information available to edit.

Budget Processor will be run to update Commitment Control for Revenue received

GMIS WILL RUN THE BUDGET CHECKING PROCESS AFTER THE COMPLETE BOX HAS BEEN SELECTED.

2.7

2.8

Guided Activity 1 | Review Direct Journal Payments

In this activity, you will review the activity overview:

1. Review the payments from Chapter 1.

2. Enter in Deposit ID's from Chapter 1.

3. Enter a direct journal payment.

4. Create accounting entries.

Activity Number	Type of Deposit	Number of Payments	Payment $ Totals	Deposit ID Created Yes/No
1	Cash Deposit – Simple Deposit	1	186.00	
2	1 Check Payment 1 Cash Payment	1	2,732.01 50.00	
3	1 Deposit in Bank – 1 Payment	1	86,173.40	
4	Wire Transfer – 1 Payment, Numerous Accounting Distributions	1	1,804.59	
5	Many Checks / Limited Accounting Distribution	30	1,200.00	

ROCT 2.02

Activity Overview

The deposit is going to AOS bank account number 0741-256458. Use today's date for accounting purposes and specify that the deposit type is miscellaneous.

Once the payment is entered, create the accounting entries for the payment by applying the payment to the Other Revenue account.

Create the Accounting Entries – Deposit # 1

To create the accounting entries for the payment:

2.9

1 Navigate: Accounts Receivable >> Payments >> Direct Journal Payments >> Create Accounting Entries

2 Enter the following information for Deposit 1: _____

Page Element	Value or Status
Deposit Unit	*00495*
Deposit ID	*Number assigned above from Deposits.*

ROCT 2.03

3 Select View All on the far right of the menu bar.

4 On the Accounting Entries page, enter the following information (Hint: Use the tabs to find the necessary fields):

Page Element	Value or Status
Line Amount	-186.00
Fund Code (Defaults in)	*10090*
Account	*400100*
Program	*10000*
Dept	*000TND*
Bud Ref	*2008*

ROCT 2.04

5 Select the Create (lightening bolt) button ⚡ on the Accounting Entries page to create the AR Cash ChartField information for the bank account.

6 Select the Complete check box if no additional changes are needed.

7 Click SAVE – to save your work.

GMIS will run Budget Check process in batch prior to Journal Generation.

2.10

Create the Accounting Entries – Deposit # 2

To create the accounting entries for the payment:

1 Navigate: Accounts Receivable >> Payments >> Direct Journal Payments >> Create Accounting Entries. Or select Return to Search button.

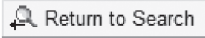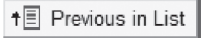**2** Enter the following information for Deposit 2: _____

Page Element	Value or Status
Deposit Unit	00495
Deposit ID	Number assigned above from Deposits.

ROCT 2.05

3 Select View all on the far right of the menu bar.

4 On the Accounting Entries page, enter the following information

Page Element	Value or Status
Line Amount	-2732.01
Fund Code (Defaults in)	100900
Account	400100
Program	10000
Dept	000TND
Bud Ref	2008

ROCT 2.06

5 Select the Create (lightening bolt) button ⚡ on the Accounting Entries page to create the AR Cash ChartField information for the bank account.

6 Select the Complete check box if no additional changes are needed.

7 Click Save.

8 Click the yellow box at the bottom "NEXT IN THE LIST" to bring up your next item to do accounting entries for on this same deposit.

| 3   Lines **Total Debits:** | 186.000 | **Currency:** USD | **Total Credits:** | 186.000 |

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Accounting Entries | Payment Misc Wrk | Deposit Control

2.11

ROCSC 2.03

1 On the Accounting Entries page, enter the following information

Page Element	Value or Status
Line Amount	-50.00
Fund Code (Defaults in)	10090
Account	400100
Program	10000
Dept	000TND
Bud Ref	2008

ROCT 2.07

2 Select the Create (lightening bolt) on the Accounting Entries page to create the AR Cash ChartField information for the bank account.

3 Select the Complete check box if no additional changes are needed.

4 Click Save.

2.12

5 To verify you have journalized the 2 items in this deposit – go to the Deposit Control Page. See Journalized Total Amount and Count to verify.

| Accounting Entries | Payment Misc Wrk | **Deposit Control** |

Unit: 00495   Deposit ID: 15002   Delete Deposit

Accounting Date:	11/07/2007	Control Currency: USD
Bank Code:	AOS AOS	Format Currency: USD
Bank Account:	AOS 8000002	Rate Type: CRRNT
Deposit Type:	M MIS CASH	Exchange Rate: 1.00000000

Control Totals

Control Total Amount:	186.000	Count:	1
Entered Total Amount:	186.000	**Count:**	1
Difference Amount:	0.000	**Count:**	0
Posted Total Amount:	0.000	**Count:**	0
Journalled Total Amount:	186.000	**Count:**	1

Control Data

Received:	11/07/2007
Entered:	11/07/2007
Posted:	
Assigned:	ARCLASS16
User:	ARCLASS16

TOS Deposit ID

TOS Deposit ID:	111
Approval:	Approved

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Accounting Entries | Payment Misc Wrk | Deposit Control

ROCSC 2.04

Create the Accounting Entries – Deposit # 3

To create the accounting entries for the payment:

1 Navigate: Accounts Receivable >> Payments >> Direct Journal Payments >> Create Accounting Entries. Or select Return to Search button.

2 Enter the following information for Deposit 3: _____

Page Element	Value or Status
Deposit Unit	00495
Deposit ID	Number assigned above from Deposits.

ROCT 2.08

3 Select View All on the far right of the menu bar.

4 On the Accounting Entries page, enter the following information

2.13

Page Element	Value or Status
Line Amount	-86173.40
Fund Code (Defaults in)	10090
Line Amount	-86173.40
Account	400100
Program	10000
Dept	000TND
Bud Ref	2008

ROCT 2.09

5 Select the Create (lightening bolt) button ⚡ on the Accounting Entries page to create the AR Cash ChartField information for the bank account.

6 Select the Complete check box if no additional changes are needed.

7 Click Save.

Create the Accounting Entries – Deposit # 4

To create the accounting entries for the payment:

1 Navigate: Accounts Receivable >> Payments >> Direct Journal Payments >> Create Accounting Entries. Or select Return to Search button.

Enter the following information for Deposit 4: _____ Sequence (a)

Page Element	Value or Status
Deposit Unit	00495
Deposit ID	Number assigned above from Deposits.

ROCT 2.10

2.14

2 Select View All on the far right of the menu bar.

3 On the Accounting Entries page, enter the following information (Hint: Use the tabs to find the necessary fields):

Page Element	Value or Status
Line Amount	-804.00
Fund Code (Defaults in)	*10090*
Account	*400100*
Program	*10000*
Dept	*000TND*
Bud Ref	*2008*

ROCT 2.11

4 Select the Create (lightening bolt) button on the Accounting Entries page to create the AR Cash ChartField information for the bank account.

5 Select the Complete check box if no additional changes are needed.

6 Click Save.

7 Click "NEXT IN THE LIST" button to open the next item.

8 Enter the following information for Sequence (b) of this deposit.

9 Select View All on the far right of the menu bar.

10 On the Accounting Entries page, enter the following information

Page Element	Value or Status
Line Amount	-1000.59
Fund Code (Defaults in)	*10090*
Account	*400100*
Program	*10000*
Dept	*00TND*
Bud Ref	*Not Used in this example*

ROCT 2.12

11 Select the Create (lightening bolt) ⚡ button on the Accounting Entries page to create the AR Cash ChartField information for the bank account.

12 Select the Complete check box if no additional changes are needed.

13 Click Save.

Create the Accounting Entries – Deposit # 5

To create the accounting entries for the payment:

1 Navigate: Accounts Receivable >> Payments >> Direct Journal Payments >> Create Accounting Entries. Or select Return to Search button.

2 Enter the following information for Deposit 5: _____

Page Element	Value or Status
Deposit Unit	00495
Deposit ID	Number assigned above from Deposits.
Line Number	1 through 30

ROCT 2.13

3 Select View all on the far right of the menu bar.

4 On the Accounting Entries page, enter the following information (Hint: Use the tabs to find the necessary fields):

Page Element	Value or Status
Line Amount	-15.00 (1-10), -35.00 (11-20) & -70.00 (21-30)
Fund Code (Defaults in)	10090
Account	400100
Program	10000
Dept	000TND
Bud Ref	2008

ROCT 2.14

2.16

5 Select the Create (lightening bolt) ⚡ button on the Accounting Entries page to create the AR Cash ChartField information for the bank account.

6 Select the Complete check box if no additional changes are needed.

7 Click Save.

This concludes the activity.

Reviewing Directly Journaled Payments

The Directly Journaled Payments page enables you to review accounting entries that have a status of Complete.

To modify the accounting entries, you can clear the Complete check box on this page and then modify the accounting entries on the Direct Journal Payments – Accounting Entries page.

How to Get There

Use the following navigation path to access this page:

Navigation

Accounts Receivable >> Payments >> Direct Journal Payments >> Modify Accounting Entries

ROCSC 2.05 Directly Journaled Payments page

How to Modify accounting entries on a Direct Journal payment

To modify account chartfields or any associated information in regards to the accounting entries associated with a Direct Journal payment, navigate to the Direct Journal Review page.

De-select the complete check box on the Direct Journal review page, and save the page. The modifications can then be completed on the Direct Journal Entry page.

Chapter Review

In this lesson you learned that:

- Only Regular Deposits can be Direct Journaled.

- Once the Lightening Bolt has been selected to create the entry, the user must select the complete check box, save and then budget check the payment.